RTA/MAF Test Recording in Infinite Campus

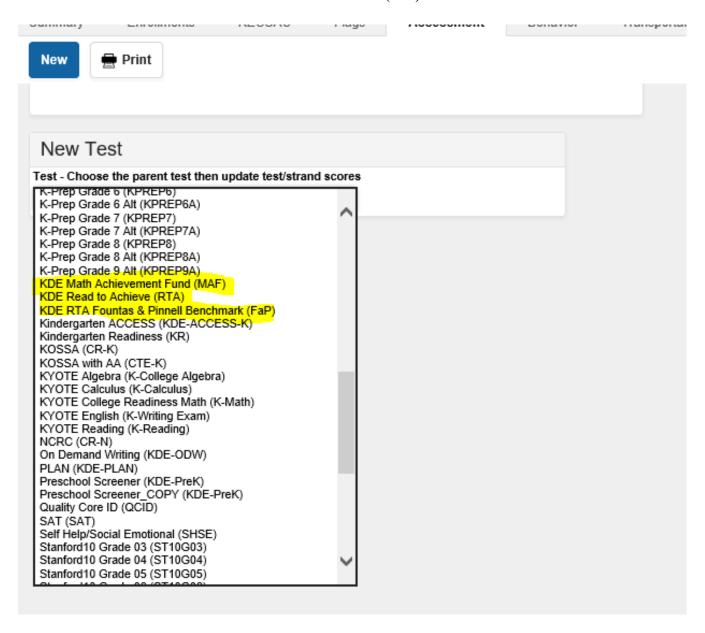
Follow the directions below to enter student results of RTA/MAF assessments in Infinite Campus manually by individual student and through batch loading. Record results for three specific time periods throughout the school year – October 30, January 30 and May 30.

Manual Entry:

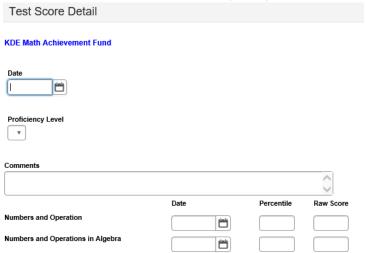
For a general overview of this process that is not specific to the RTA/MAF assessment templates, Campus Community has <u>documentation</u> and a <u>brief video</u> for this process.

In order to manually enter the RTA/MAF assessment scores, follow the directions below:

- Access the "Assessment Tab" for an individual student in Infinite Campus under Student Information>General.
- Click on "New" and select the appropriate RTA or MAF assessment from the drop list.
 - o KDE Math Achievement Fund (MAF)
 - o KDE Read to Achieve (RTA)
 - o KDE RTA Fountas & Pinnell Benchmark (FaP)

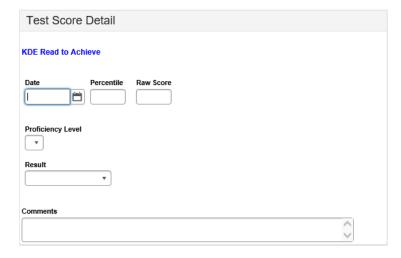


For KDE Math Achievement Fund (MAF)



- Enter the date the student took the MAF assessment
- Disregard the drop down menu for "Proficiency Level" and leave it blank
- Enter the appropriate MAF assessment Date, Percentile and Raw Score
 - Numbers and Operation (Kindergarten through 3rd grade)
 - Numbers and Operation in Algebra (1st through 3rd grades)
- Select the "Save" button near the top of the screen to save the record

For KDE Read to Achieve (RTA)



- Enter the RTA assessment Date, Percentile and Raw Score
- Disregard the drop down menu for "Proficiency Level" and leave it blank
- For Result, select the assessment administered from the drop list
 - o A:AIMSWeb
 - o D:DIBELS
 - o I:iReady
 - o M:MAP
 - O:Observation Survey
 - R:Reading Inventory
 - o S:STAR

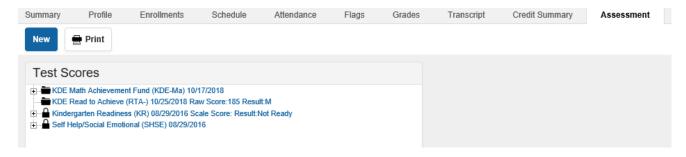
- X:Other (Note: This option should only be selected if using an assessment not included in the droplist.)
- Comments If X:Other is selected for Result, enter the name of the assessment given
- Select the "Save" button near the top of the screen to save the record

KDE RTA Fountas & Pinnell Benchmark (FaP)

Test Score Detail
KDE RTA Fountas & Pinnell Benchmark-
Date
Proficiency Level
Result

- Enter the RTA Fountas & Pinnell Benchmark assessment Date
- Disregard the drop down menu for "Proficiency Level" and leave it blank
- For Result, select the appropriate level from the drop list (<A, A, B, C...Z)
- Select the "Save" button near the top of the screen to save the record

Once an RTA or MAF assessment record has been saved, it will appear in the Test Scores editor as shown in the screenshot below.



Batch Importing Assessments:

Scores can also be entered using the Score Import Wizard in the Assessment module. For a general overview of this process that is not specific to the RTA/MAF assessments, the following resources are available for this method of entering scores:

- Mapping data file fields to existing test structure <u>documentation</u> and <u>video</u>
- Import assessment score data <u>documentation</u> and <u>video</u>

Batch Import Report Requirements

When batch loading data into Infinite Campus, the report must contain the following information in order to meet the minimum requirements needed to upload batch assessments to Infinite Campus:

- Student Last Name
- State student ID- 10 digit number
- Test Date
 - o dd/mm/yyyy
- School ID Number
- Test Results

Note: When batch importing data from different implementation platforms such as iDriveDigital.com, the downloadable report (i.e. "Report Export") obtained from the site may need to be edited to include some of the required information prior to executing the batch import process.

Batch Import in Infinite Campus

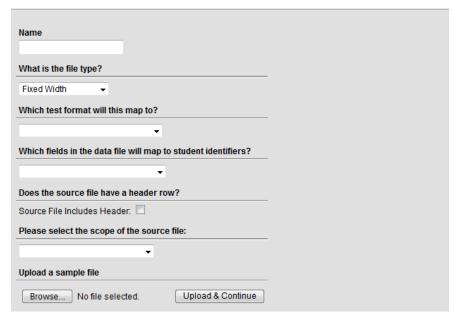
To create a saved import mapping that will be used to load scores:

1. Click on New Import Mapping



2. Fill out the Test Import as directed below

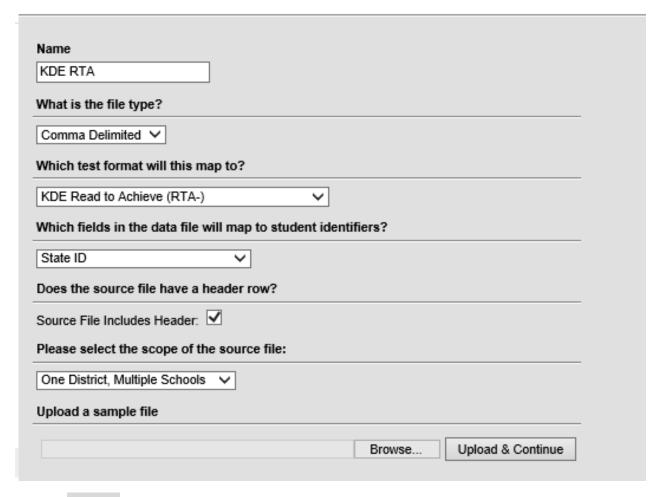
Give the import a unique name, and upload a sample score file to help define the column import mapping.



- 1. Name Unique name to identify file such as **KDE MAF, KDE RTA** or **KDE RTA F&P**
- 2. What is the File Type? Choose: **TAB Delimited or Comma Delimited**
- 3. Which test format will this Map to?: **KDE Math Achievement Fund (MAF), KDE Read to Achieve** (RTA) or **KDE RTA Fountas & Pinnell Benchmark (FaP)**
- **4.** Which field in the data file will map to student identifiers? Choose **State ID**
- 5. Check box to include a header row in your file
- 6. Select scope of the source file:
- 7. Choose: **One District, One School** if there is only one school in the district
- 8. Choose: **One District, Multiple Schools** if there are multiple schools in the district

Score Import Wizard

Give the import a unique name, and upload a sample score file to help define the column import mapping.



Choose Browse and upload your file. (NOTE: File should be in CSV format)

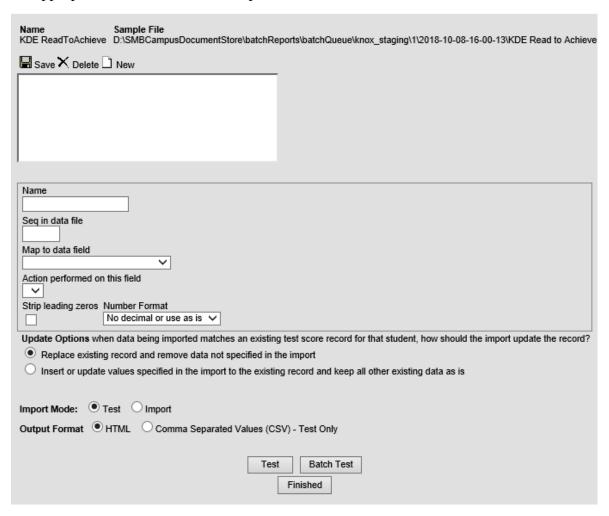
Now the work begins to build a structure that will contain the data to import into Infinite Campus. This example uses the KDE RTA file.

Choose New – to add fields that will be imported

ore Import Wizard Define Columns that contain meaningful data. Meaningful data are items that are used to match a record to a student such as lastName, studentNumber, birthdate, or items that will be imported into the TestScore table such as the score, parepresentation of the raw data file. The lower left frame contains the meaningful data that you have selected using the column selection criteria on the right. Use Batch Test or Batch Import for files with more than 3000 records. Name Sample File Format KDE RTA D:\SMBCampusDocumentStore\batchReports\batchQueue\edmonson_staging\1\2018-10-08-13-33-49\KDE Read to Achieve Assessment Spreadsheet (003).csv Comma Separated Values Column Count Row Count Raw Data File Sample Student Last Name Student First Name Test 2121122334 Mouse Mickey 1942345678 Duck Donald 2129876543 D Flintstone Fred 1953692584 Rubble Barney 2125468792 М George Jetson 2123366998 Update Options when data being imported matches an existing test score record for that student, how should the import update the record? Jetson Judy 1958877994 Replace existing record and remove data not specified in the import O Insert or update values specified in the import to the existing record and keep all other existing data as is

Selected Data:

The box shown in the screenshot below will open to begin defining the mapping of elements in the data file to the appropriate fields in Infinite Campus.



Import Mode:

Test Import

Output Format HTML Comma Separated Values (CSV) - Test Only

Test Batch Test

The fields that are required to import into Infinite Campus for KDE RTA are:

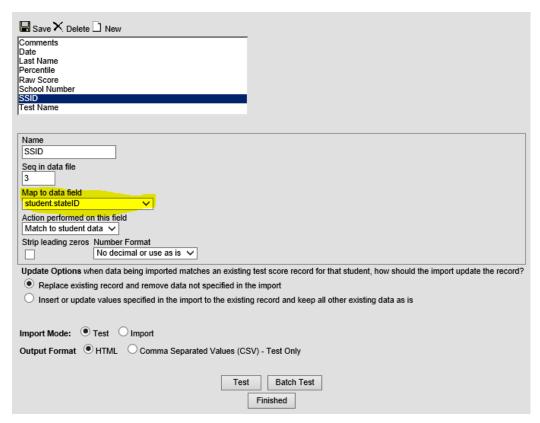
Student Last Name, SSID, Test Name, Date, Raw Score, Percentile, Comments, School Number. (Refer to the two data mapping tables at the end of the document for required fields for KDE RTA Fontas & Pinnell and KDE MAF assessments.)

- 1. Add the appropriate Name in the Name box
- 2. Note the sequence of the field in the raw data file and enter it here

Raw Data File Sample:					
Г	1	2	3	4	Г.
	Student Last Name	Student First Name	SSID	Test Name	_^
	· · ·	- ·	3310	·	

- 3. Map to the appropriate data field
- 4. Choose the date format (For the date field only)
- 5. Choose the action to perform on this field.
- 6. Click Save

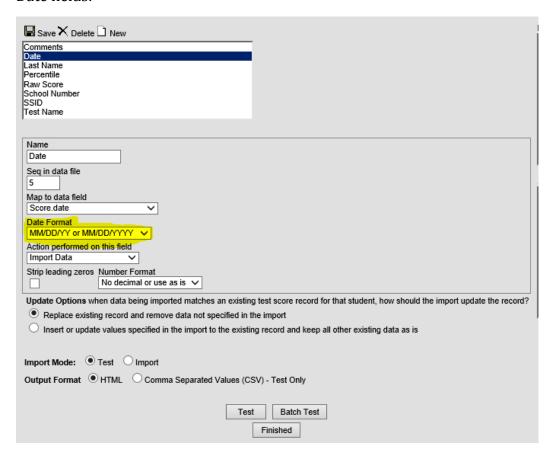
Repeat for each of the required fields; Note the specific data field where each field name is mapped to.



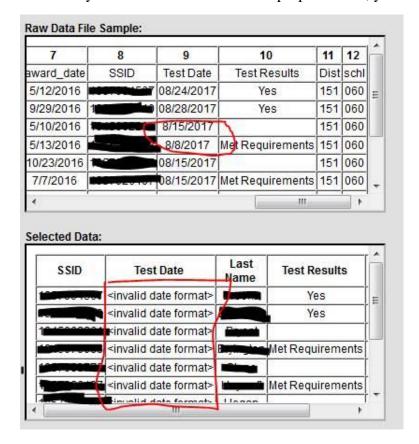
KDE ReadToAchieve

Column Name	Sequence	Data Field to Map to	Action
Student Last Name	1	student.lastName	Match to student data
SSID	3	student.stateID	Match to student data
Test Name	4	Score.result	Import Data
Date	5	Score.date	Import Data
Raw Score	6	Score.rawScore	Import Data
Percentile	7	Score.percentile	Import Data
Comments	8	Score.comments	Import Data
School Number	9	Score.schoolID	Import Data

Date fields:



NOTE: If your date fields are not in the proper format, you will receive an invalid date format message.



To import the file you have created.

Name Sample File KDE RTA D:\SMBCampusDocume	ntStore\batchReports\batchQueue\edmonson_staging\1\2018-10-08-13-33-49\KDE Read to Achieve Asse
New	
Comments Date Last Name Percentile	
Raw Score School Number SSID	
Test Name	
Replace existing record and re Insert or update values specific	mported matches an existing test score record for that student, how should the import update the record? move data not specified in the import Id in the import to the existing record and keep all other existing data as is
Import Mode: Test Impo	
	Import Batch Import
	I IIISHGU

- 1. Select Insert or update values specified ...
- 2. **Import Mode** select Import
- 3. Then click on the **Import** radio button

Repeat the same process for mapping the data files for RTA Fountas and Pinnell Benchmark and Math Achievement Fund.

KDE RTA Fountas and Pinnell Benchmark

Column Name	Sequence	Data Field to Map to	Action
Student Last Name	1	student.lastname	Match to student data
SSID	3	student.stateID	Match to student data
Result	4	Score.result	Import Data
Date	5	Score.date	Import Data
School Number	6	Score.schoolID	Import Data

KDE Math Achievement Fund

Column Name	Sequence	Data Field to Map to	Action
Student Last Name	1	student.lastname	Match to student data
SSID	3	student.stateID	Match to student data
Date	4	Score.date	Import Data
Numbers and Operations Date	5	Numbers and Operation.date	Import Data
Numbers and Operations Percentile	6	Numbers and Operation.percentile	Import Data
Numbers and Operations Raw	7	Numbers and Operation.raw Score	Import Data
Score			
Numbers & Operations in Algebra	8	Numbers and Operations in	Import Data
Date		Algebra.date	
Numbers & Operations in Algebra	9	Numbers and Operations in	Import Data
Percentile		Algebra.percentile	
Numbers & Operations in Algebra	10	Numbers and Operations in	Import Data
Raw Score		Algebra.raw Score	
School Number	11	Score.school ID	Import Data